

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



July 1, 2003

Reply to Attn of:

QS50 (03-46)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee Working
Meeting – May 14, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, May 14, 2003, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek/Chairperson)

Nance Jo promptly began the SHE Working Committee meeting thanking everyone for attending.

Safety Moment (Dennis Davis/QS50)

Dennis demonstrated the "Safety Smart" section on the SHE web page and pointed out that contractors now have access to it. He pointed out the "Falls," "Talks" and "Fatalities" sections, focusing particularly on one incident which involved an individual being thrown from a lift truck.

SHE Committee Reports

General (Nance Jo Ogozalek/Chairperson)

Nance Jo mentioned that the committee would have a planning meeting on Thursday, May 15, 2003, at 2:30 p.m. in Building 4202, Conference Room 326A. She also pointed out that a change has been made to SHE-25.A, as noted in the attached Enclosure 2. She discussed the proposed rewording of SHE-3.1.9.4. The Committee and Subcommittee Milestones will be reported at the Marshall Team Meeting (MTM) on May 27, 2003.

New Business

SHE Committee Process-Based Mission Assurance (PBMA) Working Website **(Dennis Davis/QS50)**

Dennis explained how to use the PBMA website and demonstrated some of its features.

ACTION SHE: 03-011 Send out invitations to voting members to join the PBMA website.
(Dennis Davis/QS50: Due 06/18/2003)

Training Videos (Steve Cushman/AD35)

Steve reported that most of the safety/training videos are outdated. Research is being done to find updated videos.

ACTION SHE: 03-012: Review safety videos currently stored in 4207, and move those that are still current to the basement of 4200 so that all videos will be stored in the same location. (Judy Milburn; Due 11/12/2003)

Hazardous Operations Directorate Reports

Flight Projects Directorate (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. The chart presentation is attached as Enclosure 3.

Center Operations Directorate (Cathy Miller/AD62)

Cathy reported on the Center Operations Directorate. The chart presentation is attached as Enclosure 4.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. The chart presentation is attached as Enclosure 5.

Science Directorate (Tom Dollman/SD01)

Tom reported on the Science Directorate.

Space Transportation Directorate (Kevin Baker/TD62)

Kevin reported on the Space Transportation Directorate. The chart presentation is attached as Enclosure 6.

Subcommittee Reports

Safety Concerns Reporting System (SCRS) Ad Hoc (Tom Dollman/SD01)

Tom reported on the SCRS Ad Hoc Subcommittee. They have been working on security and have new membership from various organizations. He also mentioned that Facilities and Security have helped in closing items.

Building Managers (Steve Cushman/AD35)

Steve reported on the Building Managers Subcommittee. He discussed the ongoing work in Building 4663 for fire alarms. Steve mentioned that occupants have been instructed to call 911 and shout/yell "fire."

Contractor Safety (Phil Robbins/CSC)

Phil reported on the Contractor Safety Subcommittee. Dennis Davis/QS50 attended the April meeting, and addressed a proposed system for all employees to report unsafe acts. Voting members discussed employees' concerns about anonymous reporting of unsafe acts without retribution.

Cryogenics

No representative present.

Hazardous Chemicals and Materials (Laurel Karr/SD46)

Laurel reported on the Hazardous Chemicals and Materials Subcommittee. They did not have a meeting last month. She stated that the Department of Transportation should change the procedure for labeling chemicals and go through Environmental Health.

Job Hazard Analysis (Dennis Davis/QS50)

Dennis reported on the JHA subcommittee. The chart presentation is attached as Enclosure 7.

Laboratory Operations (Nance Jo/ED33)

Nance Jo reported on the Laboratory Operations subcommittee. The chart presentation is attached as Enclosure 8.

Lifting Devices & Equipment (Kyle Daniel/QS50)

Kyle reported on the Lifting Devices and Equipment Subcommittee mentioning that they had their second meeting. Kevin Primm/AD24 will be the new subcommittee chairman. The subcommittee has drafted a charter and working on the following initiatives:

- Work with proficiency examiners
- Identify safety concerns of lift platform personnel

ACTION SHE-03-013: Prepare a master list of all types of lifting equipment with the required testing requirements of each. (Kyle Daniel/QS50; Due 08/13/03)

Lockout-Tagout (Dave Spacek/QS50)

Dave reported on the Lockout-Tagout Subcommittee. He reported that changes are being made to the MWI. He also reminded the committee of the MTM that will be held on May 27, 2003, where the electrocution fatality at JSC will be discussed.

Radiation (Brian Ramsey/SD50)

Brian reported on the Radiation subcommittee. The chart presentation is attached as Enclosure 9.

Wellness and Ergonomics (Charlie Dischinger/ED42)

Charlie reported on the Wellness and Ergonomics Subcommittee. The chart presentation is attached as Enclosure 10.

Open Actions (Dennis Davis/QS50)

Dennis reported on seven open items and their status. He will add the items to the PBMA web page. The chart presentation is attached as Enclosure 11.

New Business (Nance Jo Ogozalek/ED33)

Tom Dollman requested that the recommended and required safety training web page be available off site as well as on the Supervisor Safety Web Page (SSWP). Judy Milburn/QS50 responded by stating that it is currently available on the SHE page, and SHE highlights are added weekly.

The next SHE Committee Meeting is scheduled for May 28, 2003, at 2:00 p.m. in Building 4200, Conference Room P110.



David J. Spacek
Manager
Industrial Safety Department

11 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

cc:

CD20/P. Schultz
DE01/A. Roth
QS50/D. Davis/J. Milburn
CSC/P. Robbins
UP10/K. Cornett

SHE WORKING GROUP MEETING AGENDA

Wednesday, May 14, 2003
2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

Safety Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports (Nance Jo Ogozalek)

- **Program Improvement Corrective Actions**

New Business

- ❖ **SHE Committee PBMA working website (Dennis Davis)**
- ❖ **Training Videos (Steve Cushman)**

Hazardous Operations Directorates (3 minutes each)

(Include status for SHE Action # 02-020: Program Improvement Targets and Metrics)

((Send charts electronically to Richard Smith, HEI))

- ✓ **Center Operations**
- ✓ **Engineering**
- ✓ **Flight Projects**
- ✓ **Science**
- ✓ **Space Transportation**

Subcommittee Reports (3 minutes each)

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)

((Send charts electronically to Richard Smith, HEI))

- ✓ **SCRS Ad Hoc**
- ✓ **Hazardous Operations Directorates Ad Hoc for SHE Action # 02-020**
- ✓ **Building Managers**
- ✓ **Contractor Safety Forum**
- ✓ **Cryogenics**
- ✓ **Hazardous Chemicals & Materials**
- ✓ **Job Hazard Analysis**
- ✓ **Laboratory Operations**
- ✓ **Lifting Devices & Equipment**
- ✓ **Lockout – Tagout**
- ✓ **Machine Shops**
- ✓ **Pressure Operations**
- ✓ **Radiation**
- ✓ **Wellness & Ergonomics**

Open Actions (Dennis Davis/QS50)

Next Meeting – May 28, 2003; 2 pm; Building 4200, P110

SHE COMMITTEE STATUS REPORT

May 14, 2003

- **SHE Program Improvement Corrective Actions**
 - **SHE-1.3A: MPG 8715.1 - Revision In Progress, ECD: ?**
 - **SHE-1.5.1A: Annual Plan - In Progress, ECD: 5-15-03**
 - **SHE-1.8B: Annual Plan Review – In Progress, ECD: ?**
 - **SHE-1.8C: PEP Survey Results – will be incorporated with PICA in FY04, ECD: ?**
 - **SHE-2.8A: Close call trending, ECD: 6-30-03**
 - **SHE-4.1B: Root Cause training – Supervisors may access accident investigations training videos from SHE library. Next MORT class in FY04**
- **SHE-2.5A: QS recommends action be lead by Directorates**
- **SHE-2.5D: SC recommends Directorates be responsible for taking actions on overdue items.**
- **SHE-4.7A: QS recommends action be lead by Training Committee**

SHE COMMITTEE STATUS REPORT

May 14, 2003

- **SHE-2.5A: Develop and use SHE inspection forms tailored to the specific hazards associated with each work area, for each Directorate and contractor activity. (Star 3.4-02; OSHA Visit # 7)**

- **SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)**

- **SHE-4.7A: Train employees annually who are expected to operate fire extinguishers in emergency situations. (Self-assessment # 29)**

SHE COMMITTEE STATUS REPORT

May 14, 2003

- **New Action from Art Stephenson - 5/12/03**
 - **Identification of Unsafe Acts by Supervisors during Walk-Throughs**
Will be discussed at SHE Planning Team meeting
Thursday, May 15, 2:30 pm, 4202, 326A
- **Committee and Subcommittee Milestones**
 - **Successes to report at MTM – input required**
 - **Next MTM is May 27th, 8:30 am, 4200, P110**
- **SHE-3.1.9.4: Proposed rewording >>**

“Assure the load limits of floors, especially those over open ceilings, are not exceeded. As a minimum, provide load limit signs on:

 - **Storage spaces above rooms within rooms**
 - **Any overhead or raised floor that has a high potential of being advertently used for storage heavier than floor’s designed capacity.**

Flight Projects May 2003

SHE Report

- **SCRS** (60 days)
- **4 Open, 3 closed from last month**
2 late SCRS (inadequate lighting in parking lots 4708/4755)
One new SCRS added (Parking problem on Gemini Rd)
- **HAZTRAK** (25 days)
- **22 Open, 155 closed from Last Month**
- **No new actions entered in May**
- **Of the 22 open, 15 are assigned to Facilities**
- **6 Findings are now Late**
- **Close Calls**
- **None Reported**

Flight Project May SHE Report

- **Program Improvements Targets**
 - **Open Corrective Actions**
- Identified and summarized the actions assigned to Flight Projects Directorate
 - Currently working with ad hoc Directorate group on plan resolve actions
- Estimated completion date: Fall 2003

Center Operations Directorate

SH&E Report – May 14, 2003

- Open SCRS – 22
- Late SCRS – 0
- HAZTRAK – AD20 – latest chart not updated
- Open Mishap cases: 3- new 12 -total
- Corrective actions: 3 –new 15 –total 0 –late
- CY2002 Self-evaluation Open Corrective Actions, plan presented to AD01 on 5/5/03 for comment & approval

Engineering Directorate Report 5/14/03

- **SCRS**
 - 5 Open; 2 have closure under review; 1 late
- **HAZTRAK**
 - 125 open; 86 are Facilities; 23 late
- **Mishaps/Close Call Status**
 - 3 total mishaps (corrective actions in work)
- **Self Evaluation Open Corrective Actions**
 - Engineering Directorate about 50% complete.
 - Targeting closure of all actions by December 2003.
 - Will work broad applicability actions through "SHE Program Improvement Sub-Committee for HazOps Directorates", jointly with FD, SD and TD.

TD Directorate Safety Report – May 14, 2003

SCRS Open:

(0 open – 0 late)

- **3106** 04/14/2003 Bldg. 4733, Eye Wash Station (closed - FWR #453309)
 - The eye wash station was retagged by Bldg. Mgr. as “INOPERABLE” and a portable eye wash station was put in the building for workers use. There is another IDIQ for the water to be restored to the building awaiting funding by AD (#459454) however, the portable eye wash station should close this SCRS for TD.
- **3035** 12/13/2002 Bldg. 4732, Lighting in South Parking Lot. (closed - FWR #421654)
 - Both of these still show up in the Safety Search as being OPEN.

Haztrak Findings Open:

(8 open - 0 late)

Total of 16 – 8 assigned to AD, 8 to TD Bldg. Mgrs.

Mishaps Open:

(2 open – 0 late)

- **2003-60** NASA Exchange Employee is on Worker's Comp due to fall in 4203/1st floor on wet freshly waxed floor. (This should be assigned to CD instead of TD and shows up on TD in the Safety Search.)
- **2002-65** Employee moving accumulator bottles at 4656 tripped and causing a bottle to fall on his leg and break the small bone. There was no lost time because employee returned to work after getting a soft cast on his leg. (Will be presented at MTM 5/27/2003 by Steve Ryan for final closure.)
- **2002-114** Aluminum siding (Bldg. 4732) and potable water line damage after rupture of one of the three disc burst during test at the Aerodynamic Research Facility (ARF). (#382472 is now a IDIQ and still shows up on TD instead of AD in the Safety Search.)
- **2003-72** Bldg. 4670, during demolition on the 22nd level, several items fell out of scale pan to level 17. The items fell out when the scale pan was being hoisted up to set it on the ground. the scale pan tilted to the lighter end, causing the load in the scale pan to shift. No one was on the stand and the stand was barricaded and controlled with restricted access by the test engineer. The length of the bridle sling legs on the scale pan and the end gate on the scale pan were contributing factors. (Being evaluated for corrective action and closure.)

SHE Program Improvement Targets:

Directorate Adhoc Team met 5/13/03 to discuss plan of action and will meet again 5/15/03 to review AD's training plan for guidance in developing a plan for ED, FD, SD, & TD.

JHA Subcommittee Report

May 14, 2003

Committee Members

- John Simmons/Thiokol (Chairperson)
- John Nugent/TBE
- Joan Trolinger/TD61
- Sonya Hutchenson/QS50
- Mark Hyder/AD23
- Tim Jett/ED32
- Susan Kosinski/EG&G
- Dennis Davis/QS50 (Mentor)

*Sent memo on 4/14/03 to other organizations with hazardous operations requesting members.

Activities

- Bi-Weekly Meetings
- Two new members and one more tentative as result of memo sent out last month – Membership now adequate
- Initiatives
 - **Incorporate JHA wording into annual employee & supervisor performance evaluations.**
Activity: Being Reviewed by Legal
ECD: June 30, 2003
 - **Review and Improve Clarity of Process Instructions.**
Activity: Reviewing best practices, developing proposed process flowcharts, and rewriting MWI.
ECD: July 31, 2003
 - **Develop Training Program for Employees**
Activity: None
ECD July 31, 2003
- Marshall Star Article Status – Pictures scheduled for tomorrow's meeting.

SHE Program Improvement

Corrective Actions

- **SHE 2.4E:** Continue to encourage the implementation of the JHA process.
(ECD: Fully implemented by CY04)
- **SHE 4.1C:** Better define and train personnel to incorporate JHA identified controls into existing work procedures.
(ECD: 11-25-03)

Laboratory Operations Subcommittee Report

May 14, 2003

Status of Current Initiatives

➤ CHEMICAL LABELING SOFTWARE

- Brady Software – user friendly, versatile, no intranet capability
 - Stennis Space Center – similar system to MSFC, no labeling/MSDS interface capability
 - Pending – information from other Centers and HQ
- Excess Chemical Cabinets – Property Management to Hold for Reuse

Discussion Topic

- Employee Laboratory Safety & Supervisor Laboratory Safety Checklists
OMEH waiting for comments from Chemical Hygiene Officers

SHE Actions Status

- FY04 Budget – will be discussed at next LOS meeting

Proposed Initiative

- None to bring to Committee at this time

Next Meeting

- June 5th, 2 pm, Building 4612, Room 2403

Radiation Safety Committee

- ***Topics for Meeting 22 May***
 - ***Updates from the Radiation Safety Officer***
 - Report on the 6-month inspection of the NSSTC by UAH.
 - Report on hand-held x-ray fluorescent devices.
 - ***Subcommittee Issues***
 - Should we continue to badge all workers having equipment that produces internal radiation only ?
 - ***Proposed Initiative***
 - Web-based training videos for new workers and for annual refresher courses.

Wellness & Ergonomics Subcommittee Report

14 May, 2003

Status of Current Initiatives

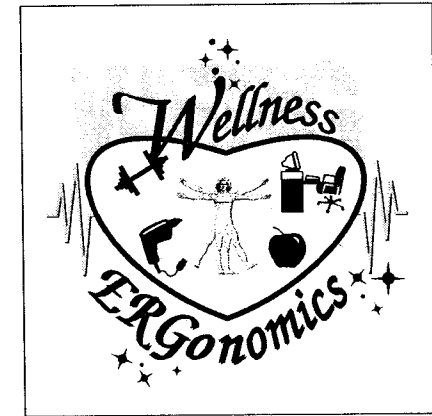
- Medical Center Ad Campaign underway
 - Focus week is May 19-25
 - Safety Presentation is being presented my medical center and WERG personnel
- WERG committee cards have been ordered for center-wide distribution
 - These cards provide info on how to get ergonomic evaluation

SHE Actions Status

- Slips/Trips/Falls Checklist:
 - In Work: Subcommittee discussing Slips/Trips/Falls

Proposed Initiatives

- Several items under consideration. Here are just a few:
 - Quarterly Slips Trips and Falls Focus
 - Training workforce on Ergo chair use
 - Train the Trainer approach to Ergo Evaluations
 - Snack Machine Makeover



Next Meeting 30, May 2003 8:30 am Building 4610/1086

SHE Committee Open Actions May 14, 2003

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN
SHE-02-014	The Laboratory Operations Sub-committee proposed that a checklist be developed for supervisors to assure temporary employees receive adequate safety training.	Nance Jo Ogozalek/ED33	Training Sub-Committee	Review proposal for a supervisor's checklist for temporary and new employees and submit recommendation to the SHE Committee.	10-02-02
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Centerwide policy.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Centerwide guidelines for visitor access to hazardous areas.	11-26-02
SHE-03-004	Dennis Davis discussed open actions that involved organizations not represented at the meeting.	Nance Jo Ogozalek/ED33	Dennis Davis/ QS50	Develop a method of contacting SHE Committee members not in attendance regarding actions.	02-26-03
SHE-03-006	When discussing a mishap involving a NASA Exchange employee, it was brought out that these employees hours are not being captured in the MSFC safety metrics.	Nance Jo Ogozalek/ED33	Dennis Davis/ QS50	Investigate small employee groups that are not providing Monthly hour worked information to the Industrial Safety Department; e.g., Exchange, Day Care, Barber Shop, Garage, Billy Ray's Grill, IG Office, etc.	02-19-03
SHE-03-007	Steve Cushman/AD35 suggested a checklist be developed for supervisors to help them identify the root cause of mishaps	Nance Jo Ogozalek/ED33	MSAT	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03
SHE-03-010	An attendee stated that they wished the environmental health training courses listed on the SHE page had a synopsis like others listed.	Nance Jo Ogozalek/ED33	David Thaxton/AD60	Provide a synopsis of each training course listed on the SHE Web Page.	04-30-03